



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Department of Public Safety Uniform Division Driver Services Section P. O. Box 1456 - Atlanta, Ga. 30301	77-223	
2. Person to Contact	Lt. Kicklighter	Date Received	Date Completed
		JUN 15 1977	JUL 20 1977
3. Action Requested	Working Title	Supervisor	Telephone Number
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			656-5821
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. 474	Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercede; <input type="checkbox"/> Void		
4. Dates of Series	5. Records Series Title (followed by title used in office; if different)		
Earliest			
1972	Drivers License Receipt File (Agency Common Schedule)		
Latest			
present			
6. Division and Office Function	What is the function of the Division and the Office in which this record series is created?		
	The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.		
7. Record Series Description	This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:	issuing Georgia Motor Vehicle Licenses to vehicle operators and creating laminated copy of license.		
Included are:	second paper copy of Georgia Motor Vehicle License which lists drivers name and license number, address, birthdate, exam date, physical data, signature, and license expiration date. Original copy is given to vehicle operator as temporary license until laminated license is mailed.		
File is arranged:	Before 4/1/77: By Patrol Post, thereunder chronologically by date of issue, thereunder alphabetically by Soundex Code. After 4/1/77: By Patrol Post, thereunder chronologically by date of issue.		
8. Monthly Reference Rate seldom	How often are records referred to which are:		
One to six months old	Seven to twelve months old		
Twenty-five months and older	Thirteen to twenty-four months old		
Monthly			
9. Rate of Accumulation of Records	10 Cubic Feet.		
Letter-size drawers	Legal-size drawers		
	Shelves		
	Other (specify)		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Negative film on file in DEK processing lab. *See attachment
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: 4 months.

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 months _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To provide look-up for lost or stolen license for re-issue.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ month _____ then,

- ☒ Hold in the current files area _____ 4 _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

(☒) Concur

() Nonconcur

Director of Drivers Services

St. OR Kichlighte

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>[Signature]</i>		<i>[Signature]</i>	6-14-77												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>7-17-77</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hart</i></td> <td>7-13-77</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>7-19-77</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	7-17-77	Secretary of State/Designee	<i>Carroll Hart</i>	7-13-77	Attorney General/Designee	<i>[Signature]</i>	7-19-77
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